



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
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Chapter:	F	Fiscal	1-4-2016
Subchapter:	1	General Fiscal	
Issuance:	150	Open Purchase Contracted Services and Unlicensed/Uncontracted Resources	

Purpose

This issuance establishes policy and procedures related to Open Purchase Contracted Services and Unlicensed/Uncontracted Resources purchase on a fee-for-service or as-needed basis.

Policy:

A) Open Purchase (Vendor) Contracts

A CP&P Local Office or other unit may request a new Open Purchase (Vendor) Contract when that office identifies a need for a particular service:

1. to be generally available to all CP&P client(s) or family member(s) under CP&P Supervision; and
2. the number of units needed is indeterminate; and
3. it is unable to provide the service through existing DCF contracts (open purchase “vendor” or cost reimbursement) or available community resources

B) Unlicensed/Uncontracted Resources

A CP&P Local Office or other unit shall request a new Unlicensed/Uncontracted Resource when that office identifies a need for a particular service for a specific child or family which is not available through existing DCF contracts or community resources.

C) Unlicensed/Uncontracted Mental Health Therapeutic or Evaluative Services

If the request is for the creation of an unlicensed/uncontracted resource for mental health therapeutic/evaluative service, the vendor must meet the following criteria:

1. vendor meets DCF's professional credential requirements; and
2. no other provider is available in the community, qualified, or as qualified to provide the service; or
3. counseling/treatment for the specific child/family started prior to division intervention/the opening of the case; and
 - a) it can be clearly documented that the child/family would be adversely affected if treatment was terminated and/or a new provider initiated treatment; and
 - b) the provider is not to be used for any other child/family until or at such time as he enters into an open purchase contract with the Division; or
4. CP&P is court ordered to accept the services of a specific provider for a specific child, parent, or family.

D) Payment for Services

Payment for services under this policy shall be made via K-100.

CP&P pays for court ordered services at the prevailing Medicaid rate, if the provider is willing to accept that rate of payment; or if the provider is not willing to accept that Medicaid rate, this fact is documented in the case record, and CP&P pays the vendor in accordance with DCF's published rates.

Procedures

A) Procedure for Requesting a New Open Purchase (Vendor) Contract

The Local Office shall initiate a request for a new Open Purchase (Vendor) Contract by completing [CP&P Form 3-3](#). Upon approval by the Local Office Manager, that request is forwarded to the Area Director for review and approval before being forwarded to the DCF Business Manager to review and decision.

B) Procedure for Request a New Unlicensed/Uncontracted Service

Workers may initiate a request for the Creation of an

Unlicensed/Uncontracted Resource/Service by completing a Request to Create an Unlicensed/Uncontracted Resource/Service form ([CP&P Form 3-4](#)). If the request is approved by the Local Office Manager, it is forwarded to the DCF Business Manager, whose office will enter the information into NJS. Depending on the nature of the Request, the Business Office Manager may follow-up with the LOM to identify alternative resources to meet similar needs in the future.